



February 2008

Dear District Test Coordinator:

Enclosed is your Test Coordinator's Packet of informational materials for the Spring 2008 Missouri Assessment Program—Communication Arts, Mathematics and Science (Required Assessments). Please take time to carefully read the Test Coordinator's Manual and all enclosed materials. Please reference pages 2 – 3 of the Test Coordinator's Manual for a summary of MAP changes for 2008.

Test books and Examiner's Manuals will be shipped separately to the district's shipping address. Your district will receive the test materials beginning March 3 and concluding by March 14, 2008. This year's testing window is March 31 – April 25, 2008.

Please check the materials in your Test Coordinator Packet against the packing list. If you did not receive all of the materials listed or require additional materials please use the Add/Short Form to order additional materials included in your Test Coordinator Packet. Remember, only the District Test Coordinator should be contacting CTB/McGraw-Hill to request additional materials. You must coordinate with School Test Coordinators to insure schools have the test materials required to administer the MAP. Please **call the CTB/McGraw-Hill Missouri Assessment Program Service Line at 1-800-544-9868 with questions or requests for additional testing materials.**

IMPORTANT NOTICE

Please review the Materials Ordering and Inventory Information flyer for information on inventory related processes and improvements including information on: ordering additional MAP materials; expediting shipment of MAP materials; simplifying inventory of MAP materials.

The test books are secure materials. Please make arrangements for securing the test books while they are in your possession – **you must be able to account for 100% return of the test books to CTB/McGraw-Hill when testing is complete.**

Large Print and Braille editions of the assessments, if ordered, will be provided in a separate shipment within the same timeline as the regular edition materials. Shipment will be delivered no later than March 14, 2008. Test books and Examiner's Manuals will be included in the shipment of Large Print and Braille test materials.

District Enclosures:

- 1 – District Packing List
- 1 – District Cover Letter (this document)
- 1 – Materials Ordering and Inventory Information flyer
- 1 – Test Book Accountability Form
- 1 – Add/Short Form—District
- 1 – Missing Test Materials Form
- 1 – Braille Omit Return Instruction Sheet
- 1 – Student Barcode Label Instruction Sheet
- Set Blank District Return Shipping Labels, To-Be-Scored Materials—Blue
- Set Blank District Return Shipping Labels, Unused Inventory—White
- 2 – Test Coordinator's Manuals

School Enclosures:

- 1 – School Packing List
- 1 – School Cover Letter
- 1 – Add/Short Form—School
- 1 – Braille Omit Return Instruction Sheet
- 1 – School/Group List (SGL)
- Set Group Information Sheets (GISs)
- 2 – Test Coordinator's Manuals
- Set Blank Green Stock Labels (for non-CTB boxes)
- Set Return Shipping Labels, To-Be-Scored Materials—Blue
- Set Return Shipping Labels, Unused Inventory—White
- 1 – Student Barcode Label Instruction Sheet
- 1 – Student Pre-code Roster
- Set Blank Barcode Label Stock
- Set Student Barcode Labels